

OPEN ENROLLMENT SYSTEM DOWN TIME

CONTENT AREA

HRIS system down time for Open Enrollment file processing

QUESTION

When will employee and liaisons be unable to use HRIS to enter new employee benefits and QLEs (changes)?

ANSWER

NEW HIRES

As of September 1, 2004 the HRIS SEA New Hire Benefits Enrollment (employee self-service) will be unavailable until October 6, 2004.

- New hires who are effective September 1, 2004 and have not completed their enrollment by September 1 need to fill out a form . The form must be entered by an administrator.
 - All September 1, 2004 new hires **MUST** be entered by September 30, 2004.
- New hires who are effective October 1, 2004 should also complete a form.
 - The form needs to be held for administrative entry **after October 5, 2004.**

CHANGES

- Changes that are effective prior to October 1, 2004 can continue to be sent to the ADOA Benefits Office and will be entered in HRIS until September 30, 2004.
 - It is crucial that we receive all changes by September 30, 2004.
 - All changes that are effective prior to October 1, 2004 but received after September 30, 2004 will be manually communicated to the carriers.
- Changes effective October 1, 2004 or later can also continue to be sent to the ADOA Benefits Office.
 - The ADOA Benefits Office will **HOLD** these transactions until October 6, 2004.

RATIONALE

To ensure a smooth transition of benefits information from AZB@YS to HRIS, it is imperative to restrict the input of information into HRIS while work on HRIS is finalized. Employee benefits will not be negatively impacted if these procedures are followed.

ISSUED

August 20, 2004